

TOWN OF BRISTOL, RHODE ISLAND

HISTORIC DISTRICT COMMISSION



Historic District Commission Meeting Minutes

Thursday, May 2, 2024

at 7:00 PM

Town Hall - 10 Court Street, Bristol Rhode Island

Written comments may be submitted to the Historic District Commission via regular mail addressed to:

Historic District Commission, Bristol Town Hall, 10 Court Street, Bristol RI 02809 or via email to ntoth@bristolri.gov

1. Pledge of Allegiance

The meeting was called to order at 7:00 PM, and the Pledge of Allegiance was promptly recited afterwards.

In attendance are: Lima, Butler, Millard, Ponder, Allen, and O'Loughlin, Toth, and Teitz

Absent are: Church and Bergenholtz

2. Review of Previous Month's Meeting Minutes

2A. Review of minutes of the April 4, 2024 meeting.

Lima: Let's start with the review of the minutes of the April 4, 2024 meeting. Does anyone have any additions or corrections?

Allen: Yes, on page 4, it should read "historical" not "history". On page 10 under 3c, we were trying to decide which of the signs she was intending to submit. Lastly, on page 22 Mr. Ritchie's name is misspelled.

Maynard: I will fix it. Thank you.

Lima: Ok. Anything else? Would anyone like to make a motion?

Ponder: I will.

Motion made by Ponder to accept the minutes of the April 4, 2024 meeting as amended; Seconded by Allen.

Voting Yea: Butler, Lima, Ponder, Allen, Millard, and O'Loughlin.

3. **Application Reviews**

3A. 23-149: Town of Bristol, State Street Dock: Discuss and Act on proposed landscape shielding for State Street Dock Fuel Tank.

Gregg Marsili, Harbormaster, is present.

Marsili: we reviewed the plan via zoom calls with local and state officials regarding decent plantings and varieties to cover the tank without obscuring the views for the condo owners.

Lima: I was at the meeting with Ms. Williamson and others. We talked about the suggested plantings and the suggestions that John made earlier, suggestions from the Landscape Architect, and things suggested by members. The Architect was acceptable. Thank you, Gregg, and to the others for working hard to make it look acceptable. The issue with trailer parking was resolved. This was very well put together and you did a great job given all the suggestions you had.

Allen: The trees originally submitted were going to get too big, but the new submission for the Chinese Junipers is going to be very nice. They only grow 10 to 12ft tall and do not the block views.

Marsili: We will keep an eye on them and keep them presentable.

Lima: Does anyone have any questions or comments? Is there anyone in the audience that would like to speak for or against this project? No. Anyone care to make a motion?

Allen: I will.

Motion made by Allen to accept the application for the landscaping as presented; Seconded by Butler.

Voting Yea: Ponder, Allen, Butler, O'Loughlin, Millard,
and Lima

Secretary of Standards: #9

Project Monitor: Allen

Lima: Check with Nick if you have any questions.

Marsili: Thank you.

3B. 24-035: Ellen O'Connell, 44 Bradford Street: Discuss
and Act on replacement of windows.

Ellen O'Connell present.

O'Connell: I was here last month about the windows.
Nick came out and saw what I was talking
about. I want to replace the windows but
keep the frames.

Toth: Sally was there as well. She is more
knowledgeable and can fill the Commission in.

Butler: I anticipated when I volunteered to go that I
thought they would be repairable. I was
surprised by their condition. The trim was
rotting after 3 years, and they had been
restored twice. The windows don't open even
though they were also included in the
reconstruction. The wood frames are heavily
damaged and don't open, and they are not
original to house. I was surprised by that.

Teitz: Based on your examination, what period time
are those windows from? Not 1805?

Butler: Some had wavy glass, and some didn't which is
to be expected.

Teitz: Why don't you think they are original to
house?

Butler: The thing I was thinking about is that some
glass is one way and other glass is
different, and finding the trim was
disintegrating.

O'Connell: There are no window stops upstairs, whereas downstairs did. There is no hardware or locks. I looked into the restoration of the windows. I contacted 2 vendors who start at \$1,500 or \$2,000 just to come out and look at them. The windows are taken out and put in their shops so plywood would go up as a temporary replacement. The neighbors have storm windows, but I am trying to avoid that. If I did that, I would have to take shutters down. The shutters are original and if I go to storm windows, they would have to come down. I don't want to do that.

Allen: Nick, tell us your analysis.

Toth: I could put my finger through the wood. Jason was unable to get the windows open. There may have been a rebuild in the last 15 to 20 years. There are extensive water issues, rot, some of the glazing was coming off. They are in very rough shape.

O'Connell: I want to keep the windows and the integrity of home. The windows will look the same but be more energy efficient. It would look very much like house diagonally across the street.

Allen: I understand that you are asking to replace 15 windows.

O'Connell: Yes, all on the front and side of the building.

Allen: Is it possible that you take the best ones from the back and put them on the front?

O'Connell: Nick, did you see any salvageable windows? It is not cost conducive as they don't last.

Toth: I did not.

Butler: Lombard Pozzi previously owned this house and had started work on it before his death. He contacted me and wanted to do this, but that never happened. That might explain why some things in the house are less finished than we thought they were.

O'Connell: He had not done a lot of work in the unit yet. This was really down to the studs.

Ponder: What did he want to do when he contacted you?

Butler: He wanted to show me the project and discuss it.

Ponder: Nick and Sally both think these windows are too far gone for repair.

Toth: Yes. The downstairs windows are in rough shape. The upstairs windows are inoperable. They would need a full rebuild to make sure they can open as they are fused shut.

Ponder: Thanks.

Lima: There was a request in 2011 for doors that had been rotted, and then in 2019 which was to replace the third-floor windows.

O'Connell: I think that is a different unit.

Lima: Yes, but the same building.

O'Connell: Correct.

Lima: The building has a history with us. The windows were replaced back at some point.

Ponder: You want to keep the frames and replace the sashes? Are the cut sheets in here?

O'Connell: Yes, just the sash panels.

Allen: They are not wood, just fiberglass. Typically, we like to do wood from wood instead of a synthetic material.

O'Connell: Are the ones on the blue house wood?

Allen: I don't know.

Toth: The Commission saw 100 applications last year, so we would have to check the file.

Allen: That was a different situation because it was a complete rebuild. You are just exchanging windows. That was a whole house rebuild.

O'Connell: Everyone would do wood, but there are exceptions.

Lima: The house across the street was a new construction because more than 10% wasn't saved. New construction is not a rebuild.

O'Connell: It is just frustrating.

Lima: We understand.

O'Connell: I know I have options. I just don't want to remove the shutters because that would break my heart.

Lima: Check with window manufacturers and find some that would fit into your openings because you are not the first who has done that.

Toth: I don't know what the Commission's position is on this.

Allen: Fibrex from Anderson is what we have approved.

O'Connell: Are there any guidelines for what you have approved so I can check it?

Toth: I will check back on last few to confirm materials and let you know.

O'Connell: If I am able to do it, I will.

Lima: You would have to come back again, and we would put you on June schedule.

O'Connell: I may be traveling, and I am trying to get this done.

Lima: Storm windows are an administrative review and you won't have to come back.

Toth: A finding of fact that the Project Monitor can approve the final materials can't be on proposed material.

Lima: We haven't done that. Andy?

Teitz: It is up to you. You could approve replacements with all wood window, if the

Commission does not want to have some other clad on it, then it would have to come back to the Commission. I do think that the removal of the shutters would require approval.

O'Connell: My fear is that the storm windows would bang them. Ben removed his shutters from his house, I thought, because of the windows.

Teitz: They might not be usable, but you would have to come back if you were going to remove them.

Ponder: You don't want storm windows.

O'Connell: Correct. Clad or fiberglass.

Lima: Fibrex.

O'Connell: Wood is not used anymore.

Ponder: We all seem to be allowing the replacement of windows, we could vote if we wanted. We would all want wood windows with fiberglass cladding, if you don't want it do that, then you would have to come back.

O'Connell: When is the next meeting?

Allen: The contractor could come for you.

Toth: June 6th.

O'Connell: Fibrex?

Allen: That's just one window brand.

O'Connell: Could I send you the window or specs?

Lima: Yes, we need specs, etc., for the number of windows available.

O'Connell: Do you have the names of the window manufacturers?

Toth: The Town cannot suggest that. I can show you the files of other applicants so you can get the names from them.

O'Connell: Okay.

Toth: I will go through the last few agendas with you.

Teitz: There will be a meeting on July 11th.

O'Connell: So, anyone can come for me with a note?

Lima: Yes, in writing that you give your permission for them to be here for you.

O'Connell: A wood option or an acceptable alternative would be approved?

Lima: Correct, and also to retain the shutters, etc.

O'Connell: I do not want storm windows.

Ponder: Those of us that are here lean to approve of this.

O'Connell: Anything else?

Teitz: You need to state whether you are granting anything tonight.

Lima: We will continue this to the June 6th meeting.

Ponder: If not, tell Nick and we will continue to July.

O'Connell: Thank you.

Lima: Thank you. Anyone care to make a motion?

Ponder: I will.

Motion by Ponder to continue application to the June meeting; Seconded by Allen.

Voting Yea: Allen, Butler, Millard, Lima, Ponder, and O'Loughlin

3C. 24-067: Kyle Ritchie, 1200 Hope Street: Discuss and act on installation of 2 spires on deck over sunroom on south side of building. Adding 2 columns on entrance and exit installing cobblestone on entry off Hope Street for driveway entrance.

Kyle Ritchie present.

Ritchie: I am here to discuss the two spires that we used as our design. We didn't have details on them, so we went ahead and copied the spires that were on the front. We needed an anchor point on the side deck. That wasn't in the file from the past. I spoke with Steve, and it was questionable so we did it to be safe. The deck is over the sunroom. The sunroom was a complete addition to the house which wasn't there prior. There was a door on the second floor but no sunroom. They turned the first floor into the sunroom and we went ahead and copied the railings and made them uniform thinking that would add more finesse. Those spires were made with reclaimed 1849 wood. I am sorry that I didn't bring it back here first. I wanted to do the best job possible. Regarding the columns on Hope Street, I brought it through here a couple of times, and I had a video of what the four buildings would look like. Time has passed on this, and I anticipated having a stone wall completed on the front of the house and wanted to hide the signage from the wall. I didn't think that would need to be brought here. In my final stages of getting details on the carriage houses, I will be putting a punch list for everything else for a conceptual review together for everyone to weigh in on it. I had a meeting with Diane and Ed. I am definitely not opposed to ideas. I am going to have a small turn around which was an ingenious idea. Sorry I didn't come for the spires. I hope everyone can appreciate what I am trying to do.

Allen: The railing that is up on the second story level is supported by the spires?

Ritchie: Correct. The spires on the front were there prior and we incorporated them to be what held the railing structure together. Ultimately, I think it is a detriment without the spires. It brings continuity to the whole house.

Allen: The house is spectacular. One thing I thought was that there were too many spires on the house since there were not that many to begin with. I think it gives it a false sense of history. That's just my opinion. I think it overwhelms the house.

Lima: Question, I know that the spires on the front are similar, but the ones on the side south porch, the ones in the picture, look shorter than the ones on front.

Ritchie: They are all identical based on the height of the railing. Both decks are identical, we crafted all four and took down the old ones and remade them from the one taken down.

Lima: So, the two in front were the ones that you used for the others and reproduced them same size?

Ritchie: Yes, all identical.

Lima: In this picture, they look very tall on south side. I understand that it is necessary to keep them a certain height for the railing, but could they be shorter? When driving up looks like they are gigantic. It may not look like that to other people though.

Ritchie: It might be because of the elevation. They are identical in size.

Lima: I went onto the site. It is a beautiful building. You have taken a lot of materials that were there and reused them in a very appropriate manner. A lot of time and meticulousness on the building has been done. It is kind of a miracle. Does anyone have any questions?

Millard: Driving by it, you don't see that side and once everything is finished, it will be fine.

You spent a lot of time creating them and I think you are entitled to it. It is an architectural expression. That's just my opinion.

Lima: Anything else?

Ponder: I think it might give a false sense of history, but since it is sort of a new build, design aesthetic, I wouldn't vote to have them taken down since they do match the existing spires on the front. If you had put them randomly, it would be too much, but I think they're fine.

Butler: The building gorgeous and I very much appreciate it.

Lima: Is there anyone in the audience that would like to speak for or against this? No.

Ponder: We need to talk about the wall and columns. I think they are beautiful and I am in favor of it.

Lima: It's only on here because it wasn't on the other application. It will enhance everything, and the stone is much more appropriate.

Butler: Cobblestone?

Ritchie: Yes.

Allen: Let's split the two items out.

Lima: Anyone want to make a motion?

Allen: I will.

Motion made by Allen to approve the cobblestone entry and columns for this specific portion of the application; Seconded by Ponder.

Voting Yea: Butler, Allen, Lima, Millard, Ponder, and O'Loughlin.

Lima: Okay now the second part regarding the spires.

Motion made by Ponder to approve the installation of the spires on the south deck over the existing sunroom; Seconded by Millard.

Teitz: Everyone needs to speak up. Just to make it unanimous.

Voting Yea: Lima, Ponder, Millard, Butler, and O'Loughlin.

Opposed: Allen.

Lima: The vote is 5 to 1. Approved.

Secretary of Standards: #9

Project Monitor: Ory Lima

3D. 24-71: Lucy Clerkin, 98 State Street: Discuss and act on substitute previously approved back door with a double 15-light stationary/active French door at rear addition (#1), eliminate installation of small 6-light west-facing window at rear addition (#2), substitute replacement of 6 over 6 light south-facing window at rear of house with 6 light window (#3), substitute replacement of 6 over 6 light south-facing window at rear of house with single 15 light French door (#4), substitute porch at rear of house with wood pergola and patio (#5). Permanently remove existing skylight in preparation of roof replacement (#6).

Lucy Clerkin & John Gifford present.

Clerkin: I have several things. First, rather than have a single French door on the south facing side, we want to have it a double French door. It is listed as #1 from the original plan.

Lima: It is probably in the record.

Ponder: It is on page 77 of the application.

Clerkin: We have original plans. We're talking about the south facing back door.

Ponder: #1 is a single door and you want to change it to a double door.

Clerkin: Correct.

Allen: We already approved a fiberglass door on original application.

Clerkin: The second thing is that we no longer want a small west facing window. We have had changes to the interior design, and it is no longer needed. We just want to eliminate that. The third thing is a south facing 12-light window. We would like to replace that window with a 6-light window. The interior design requires a cabinet, and we just want to make room for it.

Ponder: So, a 6 over 6 replaced with a 3 over 3 and a wall?

Clerkin: Correct. The fourth item is the substitution of a 6 over 6 south facing window with a 15-light French door. The reason for that is because of the interior design calling for egress on that side. The interior is being reconfigured and we would like a means of egress.

Ponder: So, a new double French door and to right a single door and that is in two different rooms.

Clerkin: The back addition pops out and a single French door was part of the original part of the house. It sets it apart. The next item is we originally had in the plans to have a porch on the back, and we decided that we no longer want it. We would like a pergola instead. This idea is an ode to the original owners who used to make wine and originally had a pergola. We just felt it was a better idea and design.

Ponder: Is the pergola attached to the house?

Clerkin: It will be free standing.

Lima: What are the materials?

Clerkin: All wood.

Lima: Please include it when you have the design.

Allen: And the patio will be pavers?

Clerkin: Bluestone patio with the pergola.

Allen: Please put that on the list.

Clerkin: Okay. The final item is to remove the existing skylight. We are going to have the roof redone and we just want to remove it. It is small and close to the peak of the roof and not necessary.

Allen: We've never had anyone wanting to remove a skylight. It has always been to add one.

Clerkin: That's the end of our list.

Lima: Anyone have any questions or comments? Anyone in the audience want to speak for or against this? No. Okay, anyone care to make a motion?

Ponder: I will.

Motion made by Ponder to approve the application to replace the already approved single French door with a double French door, to eliminate the previously approved installation of small 6-light window west facing, to replace the existing 6 over 6 on south side with a 3 over 3 window as applied for shrinking the size of the window opening, to remove an existing 6 over 6 on south side window and change it to a single French 15-light door, substitute the already approved porch at rear with an applied for wood pergola and bluestone patio, and to approve the removal of an existing skylight in preparation for a roof replacement which has not been applied for, and with a finding of fact that all of these items are located at the back of the house; Seconded by Allen.

Voting Yea: Millard, Ponder, Lima, Allen, Butler, and O'Loughlin

Secretary of Standards: #9

Project Monitor: Mary Millard

Toth: The roof would be administrative, and you would have to come back.

Clerkin: Thank you, Mary, for your help and guidance.

3E. 24-072: Jake Milne, 417 Hope Street: Discuss and act on removal of basement windows at street level.

Jack Milne present.

Allen: Reads history of the house into the record.

Milne: I am looking to remove 8 windows at the basement level. I have concerns and am having issues with moisture, pooling of water in basement, and decaying masonry. Additionally, these windows were not original and replaced over time. The way they were installed does not match the other ones on the building. We have had issues with vandalism. Issues with being broken/kicked in. I want to bring the mason, Keith Boyd, up here.

Boyd: Good evening. I am a mason restorer. The house is wonderful and is a great example of an 1800s house. The windows are not original. It was probably done around 1970 which did more harm than good.

Allen: When you say that they are not original to the building, you mean that they were never there.

Boyd: Correct. There is no reason for them to be there. There is no obvious reason for them to be built. You can tell by the construction of the window that it is a modern material. We want to use reclaimed brick to run courses and to make it a solid brick foundation. There are 12 windows that were original to the house. There are 2 at the bottom that were probably put in for access to the oil supply. We are doing what we can to restore it back to the original look around the building. Once the windows are out, it will look just like it was.

Allen: You are doing this job very meticulously.

Boyd: When we leave, you won't know we've been there. I think he is doing a great job.

Lima: You are doing a wonderful job.

Milne: Thank you.

Teitz: What about the 2 windows on Hope Street. Are they original?

Boyd: No, they cut out the stone. They are hidden behind the bushes in the front.

Teitz: You made a good record of the windows. I think these are not original.

Boyd: No, the original owner would not have allowed water to come into the building he just made. There is no point having windows there.

Teitz: My professional opinion is that they are not original.

Allen: What about egress? If you take the windows, is there a bulkhead on the back?

Boyd: Yes, there is a bulkhead in the back. There is a way out in the basement if required.

Lima: Anyone have questions? Is there anyone in the audience that would like to speak for or against this? No. Some want to make a motion?

Allen: I will.

Motion made by Allen to accept the application for the removal of basement windows as presented; Seconded by Ponder.

Voting Yea: Millard, Allen, Ponder, Lima, O'Loughlin, and Butler

Secretary of Standards: #4 and #9

Project Monitor: John Allen

3F. 24-073: Robert Jacobus, 35 Church Street: Discuss and act on replacement of shutters on 17 windows with PVC/AZEK shutters.

Robert Jacobus present.

Jacobus: I am here to discuss the removal of shutters which are falling apart, rotted, and the wood is splitting. It is a sad thing to see. I wanted to reuse them, but it didn't make a lot of sense. I went through the process to replace the shutters with like designed shutters, but with a modern material for a better lifespan. The slats are coming out of the frames. The wood is splitting. The shutters were patched/piece worked. They are not identical shutters and they don't all have the same louvered design. Some are movable, some are not. They were patched by the previous owners. I am asking the Commission's opinion regarding replacing the shutters with PVC shutters. I have the model here from Riverside Lumber. It is quite indistinguishable from the wood. It is a heavy material and well made. (Shows the sample shutter to the Commission.) This is just a model. Mine will have a center rail here. The shutter will not have a tilt rod, it will be fixed. Also, I am planning on replacing the hardware. The ones we took off did not have S hooks. These are called Connecticut style hinges. (Shows the hardware to the Commission.) I am replacing the hardware with the same style. The metal is stainless steel, and it will hold up better. All of the metal will be new. The old shutters were screwed onto the wall without S hooks. I am putting in new S hooks and am planning to mount the hardware so they can move, but not to shut tight. I am going for the look, not for storm purposes. I don't plan to go to the extent of making them tight. I consider this to be a very good construction.

Ponder: The ones you have now are or not workable?

Jacobus: Right, they are all screwed into the wall. They are not all from this house.

Ponder: Was there any hardware or was it just decorative?

Jacobus: No, they were workable, but there were no S hooks. These are new and I will not be closing them.

Ponder: Will the slats be that size?

Jacobus: This is not the right size shutter I will be using; this is just to show you the materials, etc.

Allen: Is it painted?

Jacobus: It is coated, not paint. It is a two-part epoxy. Some of the shutters had fixed louvers and others had movable louvers. Mine will be fixed.

Ponder: I've seen many around town that are rotted, and this is a good solution.

Jacobus: I have walked around town and have seen a lot of things that don't look right. I don't plan to close them, but I want them to look right.

Millard: You wouldn't be able to shut them anyway because of the storm windows.

Jacobus: I don't need to put the hardware on the outside. I want to keep the look appropriate.

Allen: Usually we approve wood shutters, but seeing this, it is a good choice. I wouldn't be opposed to it.

Butler: The corners are a little sharp and don't look like wood. They look more like metal. I would be concerned about that.

Jacobus: The treatment of the edges on a wood shutter would possibly look the same. None of my shutters look sharp because of their age and the joints are breaking. The function of the wood is not holding up. These would last a lot longer.

Lima: Is there anyone in the audience that would like to speak for or against this? No. Someone want to make a motion?

Ponder: I will.

Motion made by Ponder to approve the application to replace all of the wood shutters with the PVC material shutters and to also to install the applied for hardware; Seconded by Allen.

Voting Yea: Millard, O'Loughlin, Ponder, Lima, and Allen.

Opposed: Butler

Lima: Voting 5 to 1, passed.

Secretary of Standards: #9

Project Monitor: Chris Ponder

Lima: Please place the Certificate in the window.

Toth: If you have any questions, I can get you in touch with the Project Monitor. The Certificate will be on the portal.

Jacobus: Thank you.

3G. 24-074: Paul Silva, 676 Hope Street: Discuss and act on replacement of windows.

Millard: Recused.

Darren Losek is present for the homeowner.

Paul Silva, homeowner, present.

Lima: Please note that there is a notation from the owner indicating that Mr. Lose has his permission to present on his behalf.

Teitz: Note that Mr. Losek is here as a representative of RI Home Improvement.

Losek: We're offering a Fibrex product which is 60% vinyl and 40% wood. The exterior has a Perma stock shield. The project here is to replace windows on the home. The two-story home on

Hope Street was raised and a storefront was built underneath it. It is sitting on a metal beam which was done more recently and not in the 1800s. Some vinyl windows have been replaced. There are aluminum gutters and some vinyl windows facing Hope Street. The second story porch was basically enclosed with custom made glass and panels which are now falling out. They are not typical windows. They were homemade. The windows open in and run from 30 inches to the full length of the ceiling. They are a safety issue. There is a 30-inch knee wall, and we are proposing composite windows. The homes immediately adjacent to this one have double-hung and this will make it more in kind. The product proposed is more historically accurate for a double hung window. It has mortis and tendon joints with a clean rail system. The lower sash is larger than the upper sash. It is consistent with historic windows. It is an acrylic material. The interior can be real wood. There are options of grids and grills between the glass. The homeowner is looking to replace 9 windows. I have materials to show the Commission.

- Allen: Are there wood windows on the house now?
- Losek: It is a mixture of windows. The storefront is modern and we want to bring it back.
- Ponder: The windows are on the second floor on Hope Street have 9 panels.
- Losek: Correct. There are 9 double hung.
- Ponder: What about the side?
- Losek: We are going to replace it with one window.
- Lima: On the first floor in business part, when were those changed? Paul, we have no record of them being replaced.
- Silva: My windows were never replaced. A contractor came to get a permit to do that.
- Toth: The old paper record is around. I will try to find them.

Teitz: Are there separate street numbers?

Silva: The law office is 674 Hope and the others are 676 Hope Street.

Losek: May I show the Commission the product?

Lima: Sure.

Losek: (Shows the window casing, etc., to the Commission.) This is the window we proposed to utilize and it comes with different grid options.

Allen: The configuration is 2 over 2?

Losek: There was a discrepancy with the contract. What was mentioned was 4 over 4, but what is there now is 2 over 2. The question is what would be more historically accurate.

Lima: Is this the third floor?

Silva: No, this was a porch which was on the ground and had no windows before. When the building was raised for the storefront, it was enclosed with glass panes which are falling out.

Lima: Just on the front?

Silva: Just the porch area and the south side of the building to the front.

Losek: The solid acrylic window has mortis and tendon joints like historic windows.

Ponder: Are you proposing to reduce the size of windows or are they the same height?

Losek: Same. That was the plan.

Lima: Anyone have any other questions? Is there anyone in the audience that would like to speak for or against this? No. Okay, would someone like to make a motion?

Butler: I will.

Motion made by Butler to approve the application as presented to replace windows at 676 Hope Street with 2 over 2 windows with a finding of fact that there is a concern of glass falling out of the windows; Seconded by Ponder.

Voting Yea: Ponder, Allen, Millard, O'Loughlin, Butler, and Lima

Secretary of Standards: #9

Project Monitor: Sally Butler

Lima: Please put the Certificate in the front of the building. Paul, put it on your window on front.

Toth: It will be on portal.

4. Concept Review

5. Monitor Reports & Project Updates

Lima: The Lobster Pot is having difficulty trying to find the appropriate materials to enclose the dumpster. He is still working on it and doing the best he can and I keep bugging him about it. I will keep on it.

Toth: We are going to be holding the HDC consulting report meeting on Wednesday, July 10th. I have reached out to the chairs of the Zoning and Planning Board and the Town Council President and will be submitting memos to Boards.

Lima: Thank you, Nick.

Allen: Any update on the illuminated signs?

Toth: I will go back and look at that next week.

Ponder: can I ask permission to add 301 Hope Street to agenda.

Teitz: Make a motion.

Motion made by Ponder to add 301 Hope Street to the agenda; Seconded by Allen.

Voting Yea: Ponder, Allen, Millard, Lima, Butler, and O'Loughlin

Ponder: There was a sign there.

Toth: I talked to him. He hung that up to take pictures. He is going to come in June.

Ponder: A couple of people asked me about it.

Lima: Is there an interior sign? He has a sign on the window that looks like it is painted on.

Toth: I am not aware of that one. I will look into it. He applied for a hanging sign. I will talk to him about the painted sign.

Lima: He has stuff on the window, but it's still a sign.

Toth: I agree that it is a sign that needs to be addressed and that he be educated on the procedures.

Lima: That's fine as long as it is done before he opens.

Teitz: I have a note on my calendar that on July 11th Roberto's Restaurant's Certificate of Appropriateness expires. You may want to reach out to him about it.

Toth: I will take a look at that.

Teitz: It is regarding the fabric vestibule which was for people waiting and to keep the wind from blowing into restaurant.

Lima: He used to be at another spot.

Ponder: I don't remember why we approved it temporarily and not permanently.

Allen: I think it was for a year.

Teitz: I saw in my notes that it was reversable. It might make sense to make it permanent.

Ponder: So, it was up permanently temporarily.

Toth: Next month we should start considering what meeting we want to have chair and vice chair elections.

Lima: Next month? Nick, put it in your calendar when it is supposed to be.

Toth: I have it noted.

Allen: Procedural question. When does Michael get to participate?

Teitz: Anytime when you have less than 7 members. Michael, you need to, within 2 years, take a 3-hour training session. It is available through zoom. Call me if you have any questions. You have the right to speak up on deliberations even if you are not voting.

O'Loughlin: Thank you.

6. **HDC Coordinator Reports & Project Updates**
7. **HDC Coordinator Approvals**
8. **Other Business**
9. **Adjourned at 8:48pm**